



# Board of County Commissioners Agenda Request

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Agenda Item #

**Requested Meeting Date:** February 28, 2017

**Title of Item:** License Center Report

<input checked="" type="checkbox"/> REGULAR AGENDA	<b>Action Requested:</b>	<input type="checkbox"/> Direction Requested
<input type="checkbox"/> CONSENT AGENDA	<input type="checkbox"/> Approve/Deny Motion	<input checked="" type="checkbox"/> Discussion Item
<input type="checkbox"/> INFORMATION ONLY	<input type="checkbox"/> Adopt Resolution (attach draft)	<input type="checkbox"/> Hold Public Hearing* <i>*provide copy of hearing notice that was published</i>

<b>Submitted by:</b> Kirk Peysar	<b>Department:</b> County Auditor
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<b>Presenter (Name and Title):</b> Kirk Peysar	<b>Estimated Time Needed:</b>
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**Summary of Issue:**

I will be reviewing the activity of the License Center with the County Board.

**Alternatives, Options, Effects on Others/Comments:**

**Recommended Action/Motion:**

n/a

**Financial Impact:**

Is there a cost associated with this request?  Yes  No

What is the total cost, with tax and shipping? \$

Is this budgeted?  Yes  No **Please Explain:**

The result of new legislation (2016).

Legally binding agreements must have County Attorney approval prior to submission.

**Kirk Peysar**  
**Aitkin County Auditor**  
209 Second Street Northwest Room 202  
Aitkin, Minnesota 56431  
218.927.7354

February 21, 2017

To: Board of Commissioners

From: Kirk Peysar, County Auditor 

RE: License Center Update

During 2016 the staff at the License Center provided assistance to approximately 25,000 licensing transactions. Of those, 17,404 were motor vehicle transactions, these included renewals, transfers, and expedited transfer services.

Driver's license transactions totaled 4,862.

DNR License fee revenue was \$16,133.50, this includes ATV's, boats, and other recreation vehicles.

864 Game and Fish Licenses were issued.

Over the last three years, the License Center has provided an average of \$8,000 to the General Fund each year. Those funds helped reduce the annual property tax levy.

# Aitkin County License Center

February 2017

Account	Account Description	Actual 2014	Actual 2015	Actual 2016	Budget 2017	Budget with staff changes
5504	G & F License Fee	\$1,115	\$887	\$809	\$1,000	\$1,000
5520	Drivers License Fees	\$31,967	\$34,650	\$34,832	\$25,000	\$25,000
5522	Motor Vehicle License Tab Fees	\$116,264	\$118,631	\$119,189	\$125,000	\$125,000
5523	DNR/License Tab Fees	\$14,848	\$14,969	\$16,186	\$17,500	\$17,500
5840	Misc Receipts	\$941	\$1,250	\$1,284	\$1,300	\$1,300
6101	Salaries-Full Time	\$85,026	\$88,502	\$87,254	\$74,860	\$111,083
6102	Wages-Part Time	\$3,437	\$12,176	\$13,156	\$17,035	\$0
6108	Meals (not overnight)	\$0	\$12	\$0	\$50	\$50
6109	Overtime	\$6,326	\$7,882	\$12,414	\$6,000	\$6,000
6124	Medicare-Employer 1.45%	\$1,185	\$1,379	\$1,625	\$1,332	\$1,698
6148	Employer Deduct Contribution-"HSA"	\$0	\$0	\$1,833	\$0	\$0
6149	Employer Deduct Contribution-Veba	\$3,432	\$3,540	\$0	\$2,000	\$7,780
6150	Health Insurance-Employer	\$22,017	\$20,691	\$12,138	\$19,752	\$25,773
6152	Life Insurance-Employer	\$125	\$125	\$95	\$125	\$150
6159	Pera-Co-or 7.50%	\$6,623	\$7,929	\$7,166	\$6,892	\$8,781
6165	Fica-Employer 6.2%	\$5,066	\$5,897	\$6,947	\$5,697	\$7,262
6168	NACO Deferred Comp ER In-Lieu	\$0	\$0	\$1,593	\$0	\$0
6205	Postage	\$1,190	\$1,001	\$1,220	\$1,000	\$1,000
6208	Training/Education	\$0	\$0	\$0	\$400	\$400
6230	Printing, Publishing & Adv	\$1,468	\$1,210	\$1,304	\$1,100	\$1,100
6231	Services, Labor, Contracts	\$453	\$548	\$687	\$500	\$500
6240	Dues	\$253	\$253	\$253	\$300	\$300
6241	Registration Fee	\$140	\$50	\$0	\$50	\$50
6250	License Center-Phone	\$3,527	\$3,606	\$4,070	\$3,500	\$3,500
6301	Rentals	\$9,000	\$8,250	\$9,750	\$9,000	\$9,000
6330	Transportation/Travel/Parking	\$34	\$119	\$0	\$100	\$100
6352	Insurance	\$590	\$576	\$735	\$569	\$569
6353	Workers Compensation Insurance	\$195	\$207	\$219	\$248	\$248
6405	Office & Computer Supplies	\$1,752	\$1,712	\$2,746	\$1,800	\$1,800
6511	Gas and Oil	\$17	\$14	\$4	\$0	\$0
6625	Office Equipment & Other Equipment	\$569	\$0	\$489	\$1,200	\$1,200
<b>Total Revenue</b>		<b>\$165,135</b>	<b>\$170,387</b>	<b>\$172,300</b>	<b>\$169,800</b>	<b>\$169,800</b>
<b>Total Expenses</b>		<b>\$152,425</b>	<b>\$165,679</b>	<b>\$165,698</b>	<b>\$153,510</b>	<b>\$188,344</b>
<b>Net Profit</b>		<b>\$12,710</b>	<b>\$4,708</b>	<b>\$6,602</b>	<b>\$16,290</b>	<b>-\$18,544</b>